

COUNTY EXECUTIVE OFFICE

GENERAL FUND 100 — 10040
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 1,127,722	\$ 1,313,740	\$ 1,589,745	\$ 1,586,805	21%	\$ -
Services & Supplies	\$ 232,913	\$ 456,195	\$ 368,983	\$ 322,055	-29%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 3,296	\$ 16,580	\$ 17,139	\$ 2,400	-86%	\$ -
Gross Budget	\$ 1,363,931	\$ 1,786,515	\$ 1,975,867	\$ 1,911,260	7%	\$ -
Less: Chrgs to Depts	\$ (74,037)	\$ (130,015)	\$ (134,403)	\$ (119,245)	-8%	\$ -
Net Budget	\$ 1,289,894	\$ 1,656,500	\$ 1,841,464	\$ 1,792,015	8%	\$ -
Less: Revenues	\$ (74,266)	\$ (216,500)	\$ (223,807)	\$ (211,215)	-2%	\$ -
Net County Cost	\$ 1,215,628	\$ 1,440,000	\$ 1,617,657	\$ 1,580,800	10%	\$ -
Alloc. Positions	15	15	15	15	0%	0

Mission and Objectives

The mission of the County Executive Office (CEO) is to provide administrative support and direction for county government on behalf of the Board of Supervisors through coordination of day-to-day administrative matters; facilitation of communications within the county and with the public and other agencies; development and recommendation of policies and plans for the county; financial management of county operations, including development and monitoring of the annual budget; and provision of overall administrative leadership and direction for the county, consistent with legal provisions and Board policy.

To accomplish this mission, the following objectives have been identified:

1. General Administration: To provide effective general executive administration for the Board of Supervisors and to county departments in matters having fiscal, interdepartmental or policy impact, at a cost not to exceed 0.25% of total County revenues. (\$515,992 and 4.75 positions)
2. Fiscal Administration: To coordinate and develop a balanced Proposed and Final Budget and to provide for an ongoing program of financial monitoring and management, at a cost not to exceed 0.20% of total County revenues. (\$451,430 and 4.75 positions)
3. Special Programs: To provide special analysis and impact reports on existing programs, proposed new programs, legislation, grants or any matters directed by the Board of Supervisors, at a cost not to exceed 0.20% of total County revenues. (\$471,683 and 2.80 positions)
4. Division Administration: To provide supervision, accounting and staff support to the CEO Office, Clerk of the Board, CEO Special Services, Emergency Services, Economic Development, Risk Management, Organizational Development (formerly Training), the Air Pollution Control District,

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and other agencies and departments upon request, at a cost not to exceed 2.0% of operating budgets. (\$262,120 and 2.70 positions)

5. Retirement Backfill: To provide funding for the backfilling of key CEO management personnel using accumulated leave toward retirement. (\$274,643 and 0.00 positions)

Performance Indicators & Measures

OBJ NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	1999-00 PR. YR. ACTUAL	2000-01 CURR. YR. EST.	2001-02 REQ. BGT. EST.	2001-02 REQ. POSIT.
1.	Provide overall executive admin & support to the BOS/Depts.	Admin. Costs	441,064	531,700	515,992	4.75
	% Costs for General CEO Admin.	Percent	0.16%	0.18%	0.17%	
2.	Develop and monitor the County Budget & provide overall fiscal mgmt./planning	Bgt. & Fiscal Costs	387,209	431,700	451,430	4.75
	% Costs for Budget/Fiscal Admin.	Percent	0.14%	0.14%	0.15%	
3.	Provide special studies, analysis & legislative support to the BOS/Depts.	Spl. Proj. Costs	312,414	544,918	471,683	2.80
	% Costs for Special Proj. Support	Percent	0.11%	0.18%	0.16%	
4.	Provide overall admin., acct., and related support to CEO divisions, the APCD, agencies and other Co. depts., upon request	Div. Adm. & Acct. Supp.	223,244	217,770	262,120	2.70
	% Costs of Admin. & Acct. Support	Percent	1.95%	1.45%	1.75%	

Fiscal and Policy Issues

The recommended budget includes funding to backfill the positions of County Executive Officer and Assistant County Executive Officer during FY 2001-02, due to the incumbents' planned use of accumulated leave for retirement credit.

Recommended Expenditures

Recommended expenditures have increased due to the backfilling of the two senior management positions discussed above, and due to salary and benefit cost-of-living and merit adjustments for staff. The increases are partially offset by decreased budgeted costs for professional services. A total of \$195,000 remains to fund various professional services contracts, including special sales tax analysis, fiscal, personnel and other studies that may be required during the fiscal year.

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CEO SPECIAL SERVICES

GENERAL FUND 100 — 10150
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 398,952	\$ 660,487	\$ 792,110	\$ 744,041	13%	\$ -
Services & Supplies	\$ 267,079	\$ 407,810	\$ 543,861	\$ 349,820	-14%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 61,336	\$ 60,761	\$ 75,566	\$ 90,380	49%	\$ -
Gross Budget	\$ 727,367	\$ 1,129,058	\$ 1,411,537	\$ 1,184,241	5%	\$ -
Less: Chrgs to Depts	\$ (49,928)	\$ (84,757)	\$ (98,124)	\$ (90,925)	7%	\$ -
Net Budget	\$ 677,439	\$ 1,044,301	\$ 1,313,413	\$ 1,093,316	5%	\$ -
Less: Revenues	\$ (37,097)	\$ (78,910)	\$ (50,000)	\$ (97,860)	24%	\$ -
Net County Cost	\$ 640,342	\$ 965,391	\$ 1,263,413	\$ 995,456	3%	\$ -
Alloc. Positions	10	10	11	10	0%	0

Mission and Objectives

To provide management, financial, computer security and control audits, and other special reviews; budgetary and analyst assistance; public, employee, and emergency information; Tahoe transportation and related special projects planning and coordination; technology planning; performance measurement implementation, and other special services to county departments, including the County Executive Office (CEO), county employees, and the general public.

To accomplish this mission, the department has identified the following objectives by function:

Special Audits and Studies

1. To provide funding and management of the County annual audit, special audits, special accounting standards implementation (GASB 34), investigations and special contracted studies and reviews, including EDP security. (\$250,011 and 0.75 position)
2. To provide budget, administration and other special assistance to the CEO and County Departments. (\$304,434 and 3.10 positions).

Public Information Officer

1. To prepare, coordinate and provide all forms of public information concerning county government. (\$426,388 and 2.90 positions)
2. To prepare, edit and publish 10 issues of the county employee newsletter. (\$40,561 and 0.43 positions)

Tahoe Services

1. To provide executive coordination, development and implementation for projects and community planning at Tahoe. (\$157,611 and 1.17 positions)
2. To provide clerical support to the CEO Office. (\$20,306 and 0.50 positions)

Land Development & Special Projects Administration

1. To provide executive coordination, development and management for land development. (\$0 and 1.00 position)
2. To provide performance measurement implementation, special projects administration, technology planning, and other administrative and budget support to the CEO. (\$220,190 and 1.15 positions)

Recommended Expenditures

Recommended expenditures have increased overall due to approved salary and benefit increases for existing staff; full funding of several positions now filled that were previously vacant; and other increases to reflect current and pro-rata support charges. These increases are largely offset by reductions in contract services pending completion of the County web page/e-government strategy, increased revenues and reimbursements, and by leaving the land development coordinator position vacant and unfunded for FY 2001-02. However, the new County Executive Officer might seek supplemental funding for the latter, during FY 2001-02, depending on direction from the Board and on any new organizational and program changes that might be proposed.

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CLERK OF THE BOARD

GENERAL FUND 100 — 10020
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 206,184	\$ 244,756	\$ 261,206	\$ 261,206	7%	\$ -
Services & Supplies	\$ 45,147	\$ 77,471	\$ 80,926	\$ 80,926	4%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 178	\$ 28,193	\$ -	\$ -	-100%	\$ -
Gross Budget	\$ 251,509	\$ 350,420	\$ 342,132	\$ 342,132	-2%	\$ -
Less: Chrgs to Depts	\$ -	\$ (17,675)	\$ -	\$ -	-100%	\$ -
Net Budget	\$ 251,509	\$ 332,745	\$ 342,132	\$ 342,132	3%	\$ -
Less: Revenues	\$ (18,054)	\$ (19,730)	\$ (20,071)	\$ (20,071)	2%	\$ -
Net County Cost	\$ 233,455	\$ 313,015	\$ 322,061	\$ 322,061	3%	\$ -
Alloc. Positions	7	7	7	7	0%	0

Mission and Objectives

To provide necessary documents and information to the Board of Supervisors for productive Board meetings; to perform clerical work to implement actions taken; to assist county departments and the public with research; to maintain information on Board appointed committees; and to provide central county telephone and information services to the public.

To accomplish this mission, the department has identified the following objectives:

1. Agenda Preparation and Staffing of Meetings: To prepare 1,500 agenda items to be considered during 24 regular and 14 special meetings. (\$158,847 and 3.25 positions)
2. Clerical Support: To provide administrative assistance to the Board of Supervisors, county departments, other agencies and the public; to process and index approximately 1,750 documents that implement Board actions consisting of resolutions, ordinances, and agreements; to process claims against the county and city maps; to post public notices; to research items for the public and county departments; and to maintain a computerized information system for county committees, boards and commissions. (\$87,977 and 1.80 positions)
3. Telephone/Information: To receive and respond to approximately 62,000 calls on the central county switchboard and assist visitors at the information desk, plus additional members of the public on Board and other public meeting days. (\$53,763 and 1.10 positions)
4. Assessment Appeals Support: To provide clerical support to the Assessment Appeals Board. (\$41,545 and 0.85 positions)

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Performance Indicators & Measures

OBJ NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	1999-00 PR. YR. ACTUAL	2000-01 CURR. YR. EST.	2001-02 REQ. BGT. EST.	2001-02 REQ. BGT. \$'S	2001-02 REQ. POSIT.
1.	No. of Agenda Items Processed	QNTY	1,345	1,500	1,500	\$161,542	3.25
	Cost per Agenda Item	Dollars	\$118	\$108	\$108		
2.	No. of Resolutions, Ordinances and Agreements processed	QNTY	1,687	1,740	1,750	\$89,470	1.80
	Cost per Document	Dollars	\$52.13	\$51.79	\$51.13		
3.	No. of Central County Switchboard Calls Answered	QNTY	62,250	62,000	62,000	\$54,676	1.10
	Cost per Call	Dollars	\$0.86	\$0.89	\$0.88		
4.	No. of Assessment Appeals Filed	QNTY	275	450	450	\$42,250	0.85
	Cost per Appeal	Dollars	\$151.00	\$94.56	\$93.89		

Recommended Expenditures

Recommended expenditures reflect cost-of-living increases in salaries and benefits, and a modest increase in services and supplies. Note: Two of the seven allocated positions are not funded and the division has no present plans to fill them. Current staff perform the four budget objectives identified.

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ECONOMIC DEVELOPMENT

GENERAL FUND 100 — 11120
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 194,093	\$ 198,644	\$ 229,477	\$ 229,477	16%	\$ -
Services & Supplies	\$ 371,567	\$ 523,114	\$ 546,787	\$ 555,904	6%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ 2,889	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 3,669	\$ -	\$ 85	\$ 85	100%	\$ -
Gross Budget	\$ 572,218	\$ 721,758	\$ 776,349	\$ 785,466	9%	\$ -
Less: Chrgs to Depts	\$ (236,296)	\$ -	\$ -	\$ -	0%	\$ -
Net Budget	\$ 335,922	\$ 721,758	\$ 776,349	\$ 785,466	9%	\$ -
Less: Revenues	\$ (32,425)	\$ (250,604)	\$ (251,885)	\$ (291,885)	16%	\$ -
Net County Cost	\$ 303,497	\$ 471,154	\$ 524,464	\$ 493,581	5%	\$ -
Alloc. Positions	3	3	3	3	0%	0

Mission and Objectives

The mission of this budget is to ensure continued, diversified economic growth throughout Placer County by providing employment opportunities for all wage earners regardless of skill level or educational background, while maintaining the environmental character of the county, and to complete implementation of the Rural Economic Development Act program of the County. Specifically, the purpose of the Economic Development Office is to attract new business investment to the County and to expand the current base with the desired result of creating new jobs.

To accomplish this mission, the department has identified the following objectives:

1. Business Attraction: To emphasize industrial attraction, site analysis assistance, promotional recruitment, and response to inquiries. (\$158,112 and 1.25 positions)
2. Development: To evaluate economic impacts of key land development projects and provide project assistance. (\$90,350 and 0.25 positions)
3. Business Retention and Expansion: To provide financial assistance and produce a resource guide for existing businesses to enable expansion and/or support retention of businesses in Placer County. (\$158,112 and 1.40 positions)

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4. Film: To promote the film industry and provide administrative support for a film liaison through a contract arrangement. (\$131,222 and 0.07 positions)
5. Tourism: To provide promotion and visitor attraction through a contract arrangement with the Placer Visitors' Council. (\$234,035 and 0.02 positions)
6. Business Development: To reach existing Placer County businesses and industries, encouraging them to stay, expand, and hire Placer County residents. (\$4,517 and 0.01 positions)

Recommended Expenditures

Recommended expenditures have increased primarily due to increases in salary and benefit costs. Additional expenses budgeted for the film's promotion contract, printing, and travel and transportation account for the balance of the recommended increase. The increases are partially offset by higher revenues from the County Redevelopment Agency due to additional staff time provided in redevelopment project areas and from increases in the cost for staff. It is anticipated that there will be an adjustment in the Final Budget to Transient Occupancy Tax revenues and the associated allocation to the Placer Visitors' Council for Western Slope visitor promotions, depending upon actual revenues received for the current fiscal year.

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LOCAL AGENCY FORMATION COMMISSION

GENERAL FUND 100 — 22360
Deborah Cubberley, LAFCO Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 116,541	\$ 152,136	\$ -	\$ -	-100%	\$ -
Services & Supplies	\$ 15,120	\$ 44,765	\$ -	\$ -	-100%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 75	\$ 2,131	\$ -	\$ -	-100%	\$ -
Gross Budget	\$ 131,736	\$ 199,032	\$ -	\$ -	-100%	\$ -
Less: Chrgs to Depts	\$ -	\$ (22,577)	\$ -	\$ -	-100%	\$ -
Net Budget	\$ 131,736	\$ 176,455	\$ -	\$ -	-100%	\$ -
Less: Revenues	\$ (11,901)	\$ (15,120)	\$ -	\$ -	-100%	\$ -
Net County Cost	\$ 119,835	\$ 161,335	\$ -	\$ -	-100%	\$ -
Alloc. Positions	2	2	0	0	-100%	0

BUDGET NOTE:

In an effort to provide more balanced representation for counties, cities and special districts, AB 2838 was passed last year. The bill requires that Local Agency Formation Commissions (LAFCO) operate independently. Previously funded 100% through the County, cities and special districts are now required to share in the operational cost of LAFCO.

The General Fund budget is being closed out in response to this legislation. The county's share for all LAFCO costs is now budgeted separately as a contribution to LAFCO in the Contribution to Public Safety (21700) budget.

Note: The 21700 budget has been used to properly account for the LAFCO contribution as related to regulatory planning, which is considered a public safety function by the State Controller.

COUNTY EXECUTIVE OFFICE

ORGANIZATIONAL DEVELOPMENT

GENERAL FUND 100 — 12000
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ -	\$ 392,668	\$ 428,515	\$ 401,496	2%	\$ -
Services & Supplies	\$ -	\$ 371,800	\$ 327,765	\$ 327,765	-12%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ 6,000	\$ -	\$ -	-100%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ -	\$ -	\$ -	\$ 15,000	100%	\$ -
Gross Budget	\$ -	\$ 770,468	\$ 756,280	\$ 744,261	-3%	\$ -
Less: Chrgs to Depts	\$ -	\$ (129,300)	\$ (133,665)	\$ (129,300)	0%	\$ -
Net Budget	\$ -	\$ 641,168	\$ 622,615	\$ 614,961	-4%	\$ -
Less: Revenues	\$ -	\$ (9,072)	\$ (9,378)	\$ (9,378)	3%	\$ -
Net County Cost	\$ -	\$ 632,096	\$ 613,237	\$ 605,583	-4%	\$ -
Alloc. Positions	0	7	7	7	0%	0

Mission and Objectives

To assist county departments to improve workplace productivity, employee relations and incentives, and training. To accomplish this mission, the department has identified the following objectives:

1. Employee Development: To enhance the career development of County employees by providing training courses aimed at improving employee knowledge and skills. The training program will include both management, supervisory, and line staff courses that will add value to employee development and training. (\$541,628 and 5.00 positions)
2. Facilitation, Mediation, and Conflict Reconciliation: To provide facilitation, mediation and reconciliation services to departments who wish to address management problems through a collaborative process. The Organizational Development Division will meet County departments' needs by providing these services on a continuous basis, and will work towards building better relationships within their organizations. (\$137,738 and 1.50 positions)
3. Student Internship Program: To provide a centralized location and program protocol for all County departments that request student interns. Student internships will provide students with work experience in their related academic studies that will present new, improved, or expanded learning experience and responsibilities. (\$76,913 and 0.50 positions)

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Performance Indicators & Measures

OBJ NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	1999-00 PR. YR. ACTUAL	2000-01 CURR. YR. EST.	2001-02 REQ. BGT. EST.	2001-02 REQ. BGT. \$'S	2001-02 REQ. POSIT.
1.	Number of employees trained	QNTY	2,100	4,000	4,000	\$541,628	5.00
	Cost per Employee	Dollars	N/A	\$135	\$135		
2.	Number of facilitations and mediations provided	QNTY	0	28	15	\$137,738	1.50
	Cost per Facilitation/Mediation	Dollars	N/A	\$4,827	\$9,183		
3.	Number of departments served	QNTY	0	22	22	\$76,913	0.50
	Cost per Department	Dollars	N/A	\$4,366	\$3,496		

Fiscal and Policy Issues

Organizational Development (ODD), a division within the County Executive Office, was formed upon approval by the Board of Supervisors on December 21, 1999. The County previously had a small training division within Risk Management consisting of two and one-half positions. The Organizational Development Division is a major initiative to commit more resources to workplace productivity, employee relations and incentives, career development, and professional training for County employees. The program is closely coordinated with the Personnel Department.

Recommended Expenditures

Recommended expenditures have increased primarily due to the approved adjustments for salaries and benefits. These increases are offset by a reduction in expenditures for the student internship program, equipment purchases, and administrative charges.

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COUNTYWIDE SYSTEMS

COUNTYWIDE SYSTEMS FUND 250104 — 06240

Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 27,783	\$ 5,059	\$ -	\$ -	-100%	\$ -
Services & Supplies	\$ 219,967	\$ 950,159	\$ 1,618,765	\$ 1,531,765	61%	\$ -
Other Charges	\$ 23,594	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ 220,000	\$ -	\$ -	-100%	\$ -
Other Financing Uses	\$ 2,345,159	\$ 290,950	\$ 288,150	\$ 288,150	-1%	\$ -
Chgs from Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Approp for Conting.	\$ -	\$ 9,390	\$ 58,000	\$ 58,000	518%	\$ -
Gross Budget	\$ 2,616,503	\$ 1,475,558	\$ 1,964,915	\$ 1,877,915	27%	\$ -
Less: Chrgs to Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Net Budget	\$ 2,616,503	\$ 1,475,558	\$ 1,964,915	\$ 1,877,915	27%	\$ -
Less: Revenues	\$ (3,199,591)	\$ (1,000,450)	\$ (1,561,305)	\$ (1,622,605)	62%	\$ -
Net County Cost	\$ (583,088)	\$ 475,108	\$ 403,610	\$ 255,310	-46%	\$ -
Alloc. Positions	0	0	0	0	0%	0

Mission and Objectives

To provide funding for development, implementation, maintenance, and upgrading of the countywide financial information/performance accounting system (PAS) and the County Payroll/Personnel System, for other countywide systems, and for special countywide technology project planning and coordination.

To accomplish this mission, the department has identified the following objectives:

1. To complete development and implementation of PAS and to fund PAS maintenance costs including software and hardware licensing. (\$474,765 and 0.00 positions)
2. To accumulate reserves for repayment of funds borrowed for IPPS and PAS from General Fund reserves. (\$620,150 and 0.00 positions)
3. To provide funding to implement the new Countywide Imaging System, for special technology studies, and for an initial feasibility review(s) of replacement Payroll and Personnel Systems. (\$870,000 and 0.00 positions)

Fiscal and Policy Issues

Funding is provided for implementation of the new Countywide Imaging System in nine County departments and for initial feasibility review(s) of a replacement Payroll and Personnel System. There are no system development and implementation costs for PAS expected in FY 2001-02, but ongoing maintenance and licensing costs and partial repayment of funds originally borrowed from the General Fund for the project will continue to be scheduled. Prior year carryover fund balance and reserves will fund the Net County Cost in this budget.

Recommended Expenditures

Recommended expenditures have increased due to the costs (\$715,000) for implementation of the Countywide Imaging System budgeted here and \$100,000 for initial feasibility review(s) for replacement of the County's Payroll and Personnel Systems. There may also be remaining PAS project contract balances and final, rebudgeted costs carried forward from FY 2000-01 and added to the recommended FY 2001-02 budget as part of Final Budget adjustments.

Services and supplies charges totaling \$393,165 are budgeted for PAS and Payroll system maintenance, and licensing and ongoing costs that will be incurred in the upcoming fiscal year. One tenth of the internally borrowed funds, which totaled \$3.67 million for the two countywide systems, plus interest is also budgeted annually to recover the funds from using departments and districts for eventual repayment to the General Fund. Additionally, \$58,000 is budgeted for overall contingencies and \$23,600 for equipment depreciation. Finally, \$55,000 is budgeted here to offset planned studies related to technology charging, planning and financing.

GENERAL LIABILITY INSURANCE

GENERAL LIABILITY INSURANCE FUND 270800 — 09800
Jan M. Christofferson, County Executive Office

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 506,528	\$ 429,809	\$ 512,933	\$ 495,501	15%	\$ -
Services & Supplies	\$ 1,166,997	\$ 1,562,608	\$ 1,752,316	\$ 1,617,595	4%	\$ -
Other Charges	\$ 645,825	\$ 1,409,395	\$ 1,212,000	\$ 1,412,000	0%	\$ -
Fixed Assets	\$ 68,509	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ -	\$ -	\$ (89,559)	\$ (103,296)	100%	\$ -
Gross Budget	\$ 2,387,859	\$ 3,401,812	\$ 3,387,690	\$ 3,421,800	1%	\$ -
Less: Chrgs to Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Net Budget	\$ 2,387,859	\$ 3,401,812	\$ 3,387,690	\$ 3,421,800	1%	\$ -
Less: Revenues	\$ (2,456,053)	\$ (2,544,033)	\$ (3,251,556)	\$ (3,206,219)	26%	\$ -
Net County Cost	\$ (68,194)	\$ 857,779	\$ 136,134	\$ 215,581	-75%	\$ -
Alloc. Positions	9	10	7	7	-30%	0

Mission and Objectives

To administer the General Liability Risk Management Program to control claim costs by reducing and avoiding risks, by obtaining appropriate types and amounts of insurance, and by maintaining an adequate reserve to pay for all liability claims and related costs.

To accomplish this mission, the department has identified the following objectives:

1. To provide overall risk management administration, and to conduct or purchase special studies or services to assess and mitigate risk exposure related to county owned buildings. (\$181,008 and 1.50 positions)
2. To provide payment of general liability claims, including claims incurred in prior years; purchase excess general liability insurance policies and other special insurance policies; purchase or conduct legal, investigative and analytical services in support of the budget mission; and maintain adequate fund reserves. (\$2,399,095 and 3.00 positions)
3. To provide financial accounting of tort and non-tort litigated claims, investigative services in disciplinary and misconduct cases, and background checks. (\$463,667 and 2.50 positions)

Fiscal and Policy Issues

Recently, Pacific Actuarial Consultants reviewed Placer County's General Liability program and recommended an increase in the Accrued Loss Contingency liability for fiscal year ending June 30, 2001, in accordance with Governmental Accounting Standards Board (GASB) Statement 10. GASB 10 requires the

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County to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported claims, including allocated and unallocated loss adjustment expenses. Funding for this accrual is available in the General Liability reserves. It is expected that the costs associated with this program will continue to rise, and that general liability rates will again need to increase in FY 2002-03.

Recommended Expenditures

Recommended expenditures have increased overall due to approved salary and benefit increases for existing staff. Additional funding requirements are expected for legal fees, professional service contracts and special insurance premiums.

Recommended in FY 2001-02 is an increase in the judgements and damages accounts, which although higher than department requested, is in keeping with the actuarial report referenced above. This budget unit will require the use of available reserves to balance (\$215,581), and as costs are expected to increase, an additional rate adjustment is anticipated for FY 2002-03.

COUNTY EXECUTIVE OFFICE

WORKERS COMPENSATION

WORKERS COMPENSATION INSURANCE FUND 270810 — 09810

Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 114,895	\$ 181,806	\$ 250,749	\$ 280,496	54%	\$ -
Services & Supplies	\$ 696,321	\$ 815,662	\$ 932,040	\$ 948,594	16%	\$ -
Other Charges	\$ 3,177,579	\$ 2,650,000	\$ 4,000,000	\$ 3,410,000	29%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ 77,400	\$ -	\$ -	-100%	\$ -
Chgs from Depts	\$ -	\$ 5,577	\$ 100,280	\$ 108,873	1852%	\$ -
Gross Budget	\$ 3,988,795	\$ 3,730,445	\$ 5,283,069	\$ 4,747,963	27%	\$ -
Less: Chrgs to Depts	\$ -	\$ -	\$ -	\$ (332,557)	100%	\$ -
Net Budget	\$ 3,988,795	\$ 3,730,445	\$ 5,283,069	\$ 4,415,406	18%	\$ -
Less: Revenues	\$ (3,624,505)	\$ (3,730,444)	\$ (4,188,987)	\$ (4,450,000)	19%	\$ -
Net County Cost	\$ 364,290	\$ 1	\$ 1,094,082	\$ (34,594)	#####	\$ -
Alloc. Positions	0	0	3	3	100%	0

Mission and Objectives

To administer the Workers Compensation Self-Insurance and County Safety Programs and to promote worker health and safety, manage worker injury claims, control costs, and maintain an adequate reserve to pay all claims and related costs.

To accomplish this mission, the department has identified the following objectives:

1. To provide Workers Compensation benefits to open indemnity and medical claims. (\$4,641,647 and 0.80 positions)
2. To provide overall management and coordination for the Workers Compensation and Safety Programs; process claims; process and purchase legal, investigative and analytical services; receive and process employee accident reports and workers compensation claims, and complete safety inspections and reporting. (\$323,537 and 1.00 positions)
3. To coordinate and provide occupational health program support and identify hazards in county owned or leased workplaces; assist employees and departments in implementing safety and loss prevention controls. Provide facility safety inspections, ergonomic audits, and safety training; provide technical assistance in compliance with CAL-OSHA and other regulations; and provide clerical and administrative support. (\$167,000 and 0.20 positions)
4. To provide facility safety inspections to approximately 150 locations. (\$123,194 and 1.00 positions)

COUNTY EXECUTIVE OFFICE

Performance Indicators & Measures

OBJ NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	1999-00 PR. YR. ACTUAL	2000-01 CURR. YR. EST.	2001-02 REQ. BGT. EST.	2001-02 REQ. BGT. \$'S	2001-02 REQ. POSIT.
1.	To manage the Workers' Compensation and Employee Safety and Health Programs to approximately 3250 employees and volunteers	QNTY	3,000	3,250	3,250	\$323,537	1.00
	Cost per Covered Person	Dollars	\$74.77	\$73.17	\$99.55		
2.	To provide workers' compensation benefits to approximately 250 open indemnity claims, 325 new claims, and to administer 55 open medical only claims.	QNTY	364	300	325	\$4,641,647	0.80
	(Avg) Cost per Open Claim	Dollars	\$9,506	\$10,651	\$14,282		
3.	To provide facility safety inspections to approximately 150 locations	QNTY	125	150	150	\$123,194	1.00
	Cost per Inspection	Dollars	\$695	\$646	\$821		
4.	To receive and process employee accident reports and provide and process workers' compensation claim forms where appropriate	QNTY	450	425	425	\$47,000	0.20
	Cost per Report/Claim	Dollars	\$55	\$80	\$111		

Fiscal and Policy Issues

Recently, Pacific Actuarial Consultants reviewed Placer County's Workers Compensation program and recommended a significant increase in the Accrued Loss Contingency liability for fiscal year ending June 30, 2001, in accordance with Governmental Accounting Standards Board (GASB) Statement 10. GASB 10 requires the County to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported claims, including allocated and unallocated, loss adjustment expenses. Funding for this accrual is available in the Workers Compensation reserves. It is expected that the costs associated with this program will continue to be cumulative and increase.

Recommended Expenditures

Recommended expenditures have increased overall due to approved salary and benefit increases for existing staff, full year funding for a Management Analyst II position for the safety program, and back filling the Workers Compensation administrator's planned use of accumulated leave for retirement credit. Additional funding requirements in services and supplies relate to increases that are expected in professional service contracts and special insurance premiums. An allocation of \$100,000 has been included for safety and security related facility improvements, and this budget will reimburse General Liability \$103,296 for ongoing management and administrative support.

COUNTY EXECUTIVE OFFICE

Recommended in FY 2001-02 is an increase in the judgements and damages accounts to more accurately reflect current program costs which, although significantly lower than the division requested, is in keeping with the actuarial report referenced above. The Workers Compensation budget expenditures for FY 2001-02 should be completely offset with expected revenues.

COUNTY EXECUTIVE OFFICE

EMERGENCY SERVICES

GENERAL FUND 100 — 22310
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 306,345	\$ 290,418	\$ 331,024	\$ 321,525	11%	\$ -
Services & Supplies	\$ 85,094	\$ 98,042	\$ 96,797	\$ 96,852	-1%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ 25,000	\$ -	0%	\$ -
Chgs from Depts	\$ 7,476	\$ 85,017	\$ 85,316	\$ 88,740	4%	\$ -
Gross Budget	\$ 398,915	\$ 473,477	\$ 538,137	\$ 507,117	7%	\$ -
Less: Chrgs to Depts	\$ (29,426)	\$ (27,000)	\$ (27,000)	\$ (27,000)	0%	\$ -
Net Budget	\$ 369,489	\$ 446,477	\$ 511,137	\$ 480,117	8%	\$ -
Less: Revenues	\$ (185,271)	\$ (143,259)	\$ (191,868)	\$ (171,795)	20%	\$ -
Net County Cost	\$ 184,218	\$ 303,218	\$ 319,269	\$ 308,322	2%	\$ -
Alloc. Positions	4	4	4	4	0%	0

Mission and Objectives

To provide coordination for the operation of all governmental and non-governmental forces in emergencies; to provide civil preparedness skills and capabilities; to develop plans and provide training and facilities for emergencies; to coordinate fire requirements between the county and fire departments; and to perform other special duties as directed by the Board of Supervisors. To accomplish this mission, the department has identified the following objectives:

1. **Emergency Operations:** To achieve emergency operational capability by continuing development of an emergency operations plan and procedures; providing training classes or events; and conducting emergency operations simulations and training classes. (\$165,655 and 1.25 positions)
2. **Protection of Life, Health and Property:** To protect the life and health of all county residents by continuing the development of the two emergency operations centers, public information plans and damage assessment procedures; regularly testing all warning systems; responding to emergencies; and conducting public presentations on emergency preparedness. (\$57,767 and 0.45 positions)
3. **Administration:** To oversee the general administration of Emergency Services by completing correspondence, state and federal reports, program papers and work plans; fulfilling public inquiry requests; processing disaster assistance claims; maintaining surplus property and records and fulfilling surplus property requests; maintaining files and records; preparing and monitoring eight budget units; printing and distributing plans and procedures; and maintaining a resource inventory. (\$91,808 and 0.75 positions)
4. **Placer County Fire Coordination:** To serve as liaison between fire departments and the Board of Supervisors; assist the CEO in making recommendations to the Board; attend local fire service meetings;

COUNTY EXECUTIVE OFFICE

assist in planning related to fire service; and administer the county's fire service contracts and perform or provide staff assistance for assigned special projects. (\$137,906 and 0.80 positions)

5. Special Projects: To provide management support to the Placer County Air Pollution Control District; assist the Air Pollution Control Officer in making recommendations to the Air District Board; and perform or provide staff assistance for assigned special projects. (\$85,000 and 0.75 positions)

Recommended Expenditures

Recommended expenditures have increased overall due to approved salary and benefit increases for existing staff and adjustments in charges for County services, which are partially offset by a slight decrease in services and supply costs. Recommended cost transfers include funding for accounting services, previously supported by County Executive Office staff, that will be provided by the new Administrative Officer position in the Fire Protection budget (Fund 170).

COUNTY EXECUTIVE OFFICE

DISASTER RESPONSE/RECOVERY

GENERAL FUND 100 — 22350
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	0%	\$ -
Services & Supplies	\$ 6,123	\$ 75,000	\$ 75,000	\$ 75,000	0%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Gross Budget	\$ 6,123	\$ 100,000	\$ 100,000	\$ 100,000	0%	\$ -
Less: Chrgs to Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Net Budget	\$ 6,123	\$ 100,000	\$ 100,000	\$ 100,000	0%	\$ -
Less: Revenues	\$ (5,899)	\$ (100,000)	\$ (100,000)	\$ (100,000)	0%	\$ -
Net County Cost	\$ 224	\$ -	\$ -	\$ -	0%	\$ -
Alloc. Positions	0	0	0	0	0%	0

Mission and Objectives

To provide a stable source of funding for response to and recovery from disasters which may strike in the county.

To accomplish this mission, the department has identified the following objectives:

1. To make financial resources immediately available for response to occurrences of a disaster within the county. (\$90,000 and 0.00 positions)
2. To initiate the process for capturing costs for recovery of those costs, apply for Federal and State reimbursement, and initiate the disaster recovery process. (\$10,000 and 0.00 positions)

Fiscal and Policy Issues

This budget would be activated only in response to the occurrence of a disaster. In normal disaster free years, it will not be used.

Recommended Expenditures

Recommended expenditures for extra help, overtime, communications and contract services are the same as in FY 2000-01. No positions are allocated to this budget.

COUNTY EXECUTIVE OFFICE

**FIRE PROTECTION FOREST AND RANGE LAND
FIRE SEASON**

GENERAL FUND 100 — 22150
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ 1,471	\$ 1,988	\$ -	\$ -	-100%	\$ -
Services & Supplies	\$ 435,648	\$ 543,703	\$ -	\$ -	-100%	\$ -
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ 15,394	\$ 8,500	\$ -	\$ -	-100%	\$ -
Other Financing Uses	\$ 21,837	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 7,155	\$ 7,370	\$ -	\$ -	-100%	\$ -
Gross Budget	\$ 481,505	\$ 561,561	\$ -	\$ -	-100%	\$ -
Less: Chrgs to Depts	\$ (5,000)	\$ (5,000)	\$ -	\$ -	-100%	\$ -
Net Budget	\$ 476,505	\$ 556,561	\$ -	\$ -	-100%	\$ -
Less: Revenues	\$ (230,207)	\$ (175,541)	\$ -	\$ -	-100%	\$ -
Net County Cost	\$ 246,298	\$ 381,020	\$ -	\$ -	-100%	\$ -
Alloc. Positions	0	0	0	0	0%	0

Budget Note

Beginning in FY 2001-02, this budget has been moved from the General Fund (Fund 100, Budget 22150) to the Fire Protection Fund (Fund 170, Budget 22160). The budget table above reflects prior and current budget year costs for this appropriation only.

Fiscal and Policy Issues

The county has benefited for several years from fairly stable and minor increases in the cost of its contract with CDF. In FY 2000-01 CDF contract costs of \$447,985 increased by an estimate of 3 percent, offset by a decrease of \$158,000 for one-time vehicle and equipment purchases in FY 1999-00. A professional services agreement for hazardous materials response with Truckee Fire was implemented during FY 2000-01 for improved service and response in Eastern Placer County (\$15,000). These costs have been consolidated into the Fire Protection Fund (Fund 170, Budget 22160) for FY 2001-02.

During the final budget process, \$6,240 for hazardous materials response training was approved, and \$10,500 was rebudgeted from FY 1999-00 for the purchase of radio equipment.

COUNTY EXECUTIVE OFFICE

FIRE PROTECTION

FIRE CONTROL FUND 170 — 22160
Jan M. Christofferson, County Executive Officer

Budget Category	Actual 1999-00	Budget 2000-01	Department Requested 2001-02	CEO Rec 2001-02	Rec Change %	BOS Adopted 2001-02
Salaries & Benefits	\$ -	\$ -	\$ 1,988	\$ 78,444	100%	\$ -
Services & Supplies	\$ 404,419	\$ 602,935	\$ 1,202,870	\$ 1,739,342	188%	\$ -
Other Charges	\$ 54,142	\$ 54,142	\$ 116,642	\$ 116,642	115%	\$ -
Fixed Assets	\$ 2,660	\$ 38,750	\$ 18,000	\$ 45,000	16%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 31,209	\$ 27,950	\$ 27,000	\$ 27,000	-3%	\$ -
Approp for Conting.	\$ -	\$ 10,680	\$ -	\$ -	-100%	\$ -
Gross Budget	\$ 492,430	\$ 734,457	\$ 1,366,500	\$ 2,006,428	173%	\$ -
Less: Chrgs to Depts	\$ (7,155)	\$ (7,370)	\$ (386,020)	\$ (565,502)	7573%	\$ -
Net Budget	\$ 485,275	\$ 727,087	\$ 980,480	\$ 1,440,926	98%	\$ -
Less: Revenues	\$ (901,406)	\$ (714,222)	\$ (967,723)	\$ (1,440,926)	102%	\$ -
Net County Cost	\$ (416,131)	\$ 12,865	\$ 12,757	\$ -	-100%	\$ -
Alloc. Positions	0	0	0	1	100%	0

Budget Note

Beginning in FY 2001-02, the General Fund Fire Protection Forest and Range Land Fire Season budget (Fund 100, Budget 22150) has been combined with the Fire Control Fund (Fund 170, Budget 22160). As a result of this consolidation, this budget has been renamed "Fire Protection".

Mission and Objectives

To provide fire protection through a contract with the California Department of Forestry and Fire Protection (CDF), and to provide a hazardous material response capability.

To accomplish this mission the department has identified the following objectives:

1. Fire Protection: To respond to 2,625 calls for emergency assistance. (\$1,100,000 and 0.00 positions)
2. Volunteer Companies: To respond to 710 emergency calls with volunteer companies. (\$62,000 and 0.00 positions)
3. Administration: To provide administrative support for the above programs. (\$31,214 and 0.00 positions)
4. Hazardous Materials Response: To respond to 40 hazardous materials incidents. (\$115,000 and 0.00 positions)
5. Fire Mitigation Planning: To review subdivision and land use issues, conduct building plan checking and permitting, and variance approvals for fire planning. (\$58,286 and 0.00 positions)

COUNTY EXECUTIVE OFFICE

Performance Indicators & Measures

OBJ NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	1999-00 PR. YR. ACTUAL	2000-01 CURR. YR. EST.	2001-02 REQ. BGT. EST.	2001-02 REQ. BGT. \$'S	2001-02 REQ. POSIT.
1.	Respond to Emergency Calls	QNTY	2,146	2,175	2,640	\$1,100,000	0.00
	Cost per Call	Dollars	\$444	\$460	\$417		
2.	Respond to Emergency Calls-- Volunteer Companies	QNTY	650	685	710	\$62,000	0.00
	Cost per Call	Dollars	\$84.09	\$98.47	\$87.32		
3.	Number of Hazardous Materials Incidents	QNTY	36	40	40	\$115,000	0.00
	Cost per Incident	Dollars	\$2,917	\$2,818	\$2,875		
4.	Fire Mitigation Planning	QNTY	0	250	250	\$58,286	0.00
	Cost per Planning Review	Dollars	\$0	\$217	\$233		

Fiscal and Policy Issues

Although the two County fire protection appropriations are consolidated for FY 2001-02, the costs traditionally associated with Fire Protection Forest and Range Land – Fire Season (22150) will continue to be funded by the General Fund through the Contribution for Public Safety (21700). The 22150 fire budget unit was designed to contain the cost associated with fire protection service in the area of Placer County west of Highway 65 through a contract with the California Department of Forestry and Fire Protection (CDF) and to provide hazardous materials response capability.

Additional impacts to the 22150 budget in FY 2000-01 were the result of the Local Agency Formation Commission's (LAFCO) decision to approve Placer County's application to dissolve the Dry Creek Fire Protection District in order to preserve local control over fire protection and preserve future flexibility. As the result of the Measure B election, conducted due to protests against the decision filed with LAFCO, on March 7, 2001 the Board of Supervisors confirmed dissolution of the District. With the District's dissolution, the existing countywide County Service Area (CSA 28, Zone 165) provides the mechanism by which fire protection services are provided to the Dry Creek community; these services will be implemented through a contract with CDF.

The Dry Creek community is sparsely developed at this time but significant, large, scale development is expected to begin in 2001. The Placer County Board of Supervisors has agreed to loan the Dry Creek CSA the funds necessary to help support fire protection to the community, offset by revenues received by the CSA. In the future, as development occurs in the area, it is expected that the CSA will begin to repay this loan back to the County.

Recommended Expenditures

Recommended expenditures in the budget have increased significantly, primarily due to the consolidation of the two fire protection budgets (22150 and 22160). In addition, the base contract with CDF increased 3 percent over the current budget, and the recommended budget additionally includes an increase for a battalion chief and a part time mechanic to the contract. Another enhancement to the CDF contract is for the provision of fire services to the Dry Creek Fire County Service Area in the amount of \$450,000, as discussed in the previous section.

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Recommended expenditures for FY 2001-02 also include salary and benefits necessary to add an Administrative Services Officer allocation to this budget. In previous years, fiscal analysis and accounting functions were completed through an agreement to share staffing resources with the County Executive Office. Due to significant workload increases in Placer County Fire operations and the anticipated growth in the fire protection system, additional staffing resources are required. A reduction in the CDF contract's administrative support (\$40,000) and a contribution from the Office of Emergency Services, which will utilize approximately 40% of the position (\$29,482), have provided funding for this position. Full year funding is recommended, and early hiring authority is requested.

Finally, FY 2001-02 recommended expenditures also include lease purchase principal and interest payments for two new fire engines, the cost for which will be completely offset with Capital Facility Mitigation funds.